



MIDWIVES

COLLEGE OF UTAH

MIDWIFING MIDWIVES

The Midwives College of Utah, as an institution of higher education and as a community of scholars and midwives, affirms its commitment to the elimination of discrimination and discriminatory harassment, and to the provision of equal opportunity for all. The incumbent in this job is expected to assist the College in achieving its mission which is to build midwives of technical expertise, professional excellence, and personal greatness in a distance education platform. MCU's method for building Midwives of Excellence® is to meld professional and leadership education.

About Us: MCU offers a flexible **remote work** environment and prides itself on its culture of collaboration. We strive to advance cultural humility, diversity and inclusivity at MCU and in the midwifery profession.

Position Title:
FIRST YEAR EXPERIENCE HOUSE MENTOR

Summary: House Mentors support MCU's mission through providing "continuity of care" for the students' educational experience at MCU. The First Year Experience (FYE) House Mentor will support the undergraduate's first year (about 15 months) at MCU through a cohort model.

Goals of FYE: To increase the student's community focus; To provide tools to help students navigate their undergraduate experience; To keep students retained through inspiring and supportive services

Purpose of FYE: Create a sense of belonging and responsibility; Community Orientation; Retain students from recruitment to graduation

The Ideal Candidate: The ideal candidate for the First Year Experience House Mentor

position is someone who is community oriented, driven by data, and who has a solution mindset. They can implement programs with consistency and make data-driven improvements that enhance community and student success. They have knowledge about direct-entry midwifery education and an understanding of the midwifery profession, in general. The ideal candidate would have a working knowledge of MCU's foundational cultural frameworks of Outward Mindset, Crucial Conversations, Mission, Vision, and Social Justice. They have tools to support their own resilience, compassion, and patience with balance, boundaries, and flexibility. They can provide culturally appropriate, community spaces for diverse student groups.

Reports to: Director of Student Services

Hours: 11 hours/week average (some weeks requiring more and other requiring fewer)

Salary/Rate: \$20/hour

Contact: staffhrcoordinator@midwifery.edu

All application materials must be submitted as one .pdf file

Minimum Qualifications

- Bachelor's degree, or equivalent, from an accredited college or university
- Experience working with or in underrepresented individuals/communities to further equity and social justice initiatives
- Demonstrated proficiency in digital communication and project management technologies: Student Information System, Google Drive, Canvas/LMS, etc.
- 1-2 years of professional experience in a related position, such as providing student support services, higher education, small business management, and/or birth professional services, etc.
- One or more years in conducting coaching conversations to help individuals make important decisions, for motivation, and strategizing multiple obstacles or barriers to student success

Preferred Qualifications

- Professional Development in Emotional Intelligence, Resilience, Growth Mindset, Crucial Conversations/Accountability, Outward Mindset, or other equivalent communication skills
- One or more years working with cohort models within higher education
- A Certified Professional Midwife and/or Licensed Midwife
- One or more years working in a distance or telecommuting work environment
- 2+ years of professional experience in student services or academic coaching in a higher education setting

Knowledge, Skills, Abilities, and Characteristics

- Exemplify MCU's culture and mission: <https://www.midwifery.edu/why-mcu/>
- Demonstrate a commitment to social justice, equity, and anti-oppression efforts within MCU's educational community of educators and learners
- Embody the concepts of Crucial Accountability, The Outward Mindset, and Leadership & Self Deception
- Display a positive attitude, show concern for people and community, and demonstrate the ability to listen and take direction
- Present an aptitude in project management and organizational abilities within a fast-paced, competing priorities environment
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of MCU's mission, goals and assessment methods
- Familiarity with the benefits of midwifery care and the current landscape of the midwifery profession in the United States
- Able to express themselves with exceptional written, oral, and interpersonal communication skills.
- Uses skills of detail-orientation, self-direction, motivation and organization to complete tasks and meet responsibilities required for the position
- Ability to use data and sustain research metrics for the FYE program development

Position Duties and Responsibilities

MCU Culture:

- Exemplify MCU's guiding principles and values
- Create a unique and bonding culture within the incoming cohort
- Build a community within the cohort via online house gatherings and discussions
- Teach MCU's guiding principles and support the mission of building midwives of personal greatness through periodic group coaching, seminars, and lectures

- Participate in initial, and continued, equity and social justice initiatives

First Year Experience (FYE):

- Co-teach PROD 1000, New Student Orientation, to new students each trimester
- Implement FYE programming to meet applicable College requirements, deadlines, policies and procedures
- Document impact and success of program
- Make improvements and additions in the program as needed
- Maintain a system of feedback with students to make sure student's needs, objectives, and challenges are met.
- Update and maintain fresh, relevant, and current content for FYE

Mentoring/Advising:

- Identify students who are at-risk for academic decline and notify their House Mentor
- Be available to students via phone, text, or email for various mentoring needs
- Interpret and communicate applicable College policies and procedures, program requirements, and course trajectories
- Interface with appropriate College departments to facilitate processing of student tracking, and program development

Teamwork:

- Help organize and build peer-led cohort groups
- Participate in personal and professional growth opportunities
- Lead projects and/or development within HM program
- Attend house mentor gatherings, student progress meetings, and other school-wide events when hours permit
- Communicate with faculty, staff, and departments to support student success
- Read and understand the Employee Handbook, and MCU's Title IX and Drug and Alcohol Policies

Midwives College of Utah is guided by a social justice and equity framework. We are a committed ally to all underrepresented individuals and families who seek access to midwifery care or who strive to become midwifery providers within their communities. Through collaboration and humble listening, we will continually strive to remove existing barriers to recruitment, retention, support and success at MCU as well as advance our program and profession in achieving inclusivity, cultural humility, and health equity. In doing so, we hope to broaden the reach and benefits of midwifery care for all families and effect widespread social change in the midwifery profession. Please read the following documents to learn more about our commitments to health equity, anti-oppression, and culturally safe care:

Equity & Social Justice Position Statement: www.midwifery.edu/equity-and-social-justice

Equity and Social Justice Agenda: Initiatives and Accomplishments:
www.midwifery.edu/social-justice-actions

Non-Discrimination Policy

The Midwives College of Utah, as an institution of higher education and as a community of scholars and midwives, affirms its commitment to the elimination of discrimination and discriminatory harassment. MCU is committed to providing equal opportunity and equal access and to complying with all applicable federal and state of Utah laws and regulations and MCU non-discrimination policies and procedures: www.midwifery.edu/nondiscrimination-policy

At-Will Employment

Employment at Midwives College of Utah is on an at-will basis, which means that your employment may be terminated by you or by MCU at any time, for any or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the Guidelines of this position description and cannot be modified by any oral promise by any supervisor or by any other writing unless duly executed by the employee and the President. MCU reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this position description without prior notice.

This Position Description is intended to describe the general nature and level of work performed by employees, but is not a comprehensive list of duties, skills, and responsibilities required of employees in this position. No contract, express or implied, respecting the procedures, terms, conditions or duration of employment is created by this Position Description.

To apply, send a resume or CV, with a cover letter, and the contact information for 3 professional references to staffhrcoordinator@midwifery.edu.

All application materials must be submitted as one .pdf file.

Please Note: Due to FERPA considerations, current MCU students are ineligible for this position.